**Knowledge Manager Overview:**

Capstone Corporation is currently seeking a Knowledge Manager to support Commander, Navy Installations Command (CNIC) located in Hawaii.

**Responsibilities:**

Supports, builds, and maintains the regional common operating picture using C4I Suite and all other available information systems in the ROC.

Promotes adoption and use of Knowledge Management practices throughout the Navy shore installation enterprise through development and support of standards of practice, including training and capacity building.

Promotes knowledge sharing among adjacent regions, installation Emergency Operations Centers (EOC) and stakeholder organizations through collaborative business processes.

Provides oral and written responses and briefings for queries by REGCOM leadership and staff, Installation EOCs, and external staffs.

Initiates and develops projects related to information management planning and communications strategies.

Develops local procedures and supports USN Information Assurance (IA) requirements to ensure the security and integrity of ROC database information.

Conducts Outreach programs and oversees training for staff and external region personnel in use of KM products.

Develops data quality statistics and tracks ROC performance over time.

Conducts audits and reviews system logs to ensure authorized personnel perform prescribed operations.

Identifies, develops, and implements procedures, training and documentation processes for ROC information systems.

Maintains training materials for all supported applications, including user manuals, reference guides, and training records for ROC watch standers.

Maintains records for updating users when new procedures or policies are developed.

Develops and writes Information Management reports for ROC staff.

Recommends improvements to software and information systems.

Participates in ROC planning and CAT response to an incident functions, Command Staff calls, conferences, and other select meetings.

Develops and manages operations information to ensure data is accurate, consistent and up-to-date.

Develops, establishes, and maintains the C4I Suite Regional website and portal for knowledge dissemination throughout the Navy shore installation enterprise.

Assists in COOP actions.

Provides surge support to Navy region in times of increased activation levels due to hazard or crisis response operations.

**Basic Qualifications:**

**Minimum Education and Experience:**

Bachelor of Science in Information Technology Management or similar degree program.

Five (5) years experience with information or intelligence databases and technologies.

Experience with military planning, operations and/or exercises.

**Minimum Qualifications:**

Ability to analyze and review operational procedures, identify problem areas and optimize performance through procedural changes.

Proficient understanding of knowledge management structure, including Sharepoint portal, associated software programs, and strategies.

**Clearance Requirements:**

Ability to obtain interim DoD Secret clearance.

**Preferred Qualifications:**

Master’s degree in Business Administration, Public Policy, Public Administration, Information Technology, or Engineering.

Ten (10) years of experience in developing doctrine, policy and plans in a command and control environment; or five (5) years of experience in the development of emergency management plans for either federal or state organizations and five years of experience in the development and execution of incident or contingency operations.

Recent relevant experience in directing a project within DOD which included: a study, gap analysis, COA development, documentation generation, briefings and in progress reviews.

Knowledge of DOD title 10 responsibilities and regulations.

Ten (10) years of military experience.

BASIC FEMA TRAINING: ICS courses; IS 100, IS 200, IS 700, and IS 800.

Final DoD Secret clearance.